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6 November 1979

OFFICE OF PERSONNEL NOTICE NO. 20-79-20

SUBJECT: Military Personnel Detailees

STATINTL

REFERENCE: [ ] Detailed Personnel

25X1 1. This is a reminder that the Director of Personnel is responsible for requesting and in general monitoring the administration of military personnel detailed to the Agency elements, the Resource Management Staff and the Collection Tasking Staff. The Chief, Military Personnel Branch, extension [ ] has been designated as the point of contact for matters concerning military detailees.

2. There may be instances in which operating officials or others in the Agency conduct [preliminary discussions] with representatives of the Army, Navy, Marine Corps, or Air Force for military personnel. Please ensure that if this is the case, contact is made with the Chief, Military Personnel Branch at an early date in order to ensure that any requests will be submitted through proper military channels--thus facilitating an expeditious response from the Armed Forces.

STATINTL

[ ]  
Harry E. Fitzwater  
Director of Personnel

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## SECTION VIII: MANAGEMENT OF NONSTAFF PERSONNEL

## 51. DETAILED PERSONNEL

**SYNOPSIS:** This regulation governs the administration and support of personnel detailed to or from other Federal establishments.

- a. **GENERAL**  For the purpose of this regulation, a detailee is a civilian or military employee of the Federal Government provided by the parent organization for duty on a nonpermanent basis to another Federal establishment. Personnel are detailed to the Agency in the following broad categories:

(1) **CIVILIAN PERSONNEL**

- (a) **Reimbursable Detail.** The employee is charged to Agency personnel ceiling and the Agency must reimburse the parent organization for the employee's salary and benefits.
- (b) **Nonreimbursable Detail.** The employee is not counted against the Agency's ceiling and the parent organization is not reimbursed for the employee's salary and benefits.

(2) **MILITARY PERSONNEL**(a) **Reimbursable Detail**

- (1) **Assigned.** Military personnel who are under the administrative command and control of the Agency, are charged to Agency ceiling, and for whom the Agency reimburses the parent service.
- (2) **Detailed for Duty With.** Military personnel who provide support to the Agency but are under the administrative control of their parent service. These individuals are not charged to Agency ceiling, but the Agency must reimburse the parent service for their services.

- (b) **Nonreimbursable Detail.** Same as paragraph a(2)(a)(2) except that the Agency does not reimburse the parent service for the detail.

b.  **POLICY**

- (1) The Agency obtains civilian and military personnel on detail to use the backgrounds, qualifications, or associations of such individuals to fill positions or provide services for the Agency that require status or skills not otherwise available. In addition to normal pay and allowances, detailees may be authorized other allowances at the discretion of the Agency if warranted by the duties assigned and in accordance with applicable laws and regulations. However, duplication of entitlements granted by the parent establishment will not be made by the Agency.
- (2) The policies and regulations of the military services governing personnel administration normally take precedence over those of the Agency in providing administrative support to military detailees; however, all detailees are otherwise subject to Agency rules and regulations (including security and conflict of interest matters) notwithstanding any requirement of the parent establishment. Thus, detailees will execute Agency secrecy agreements, obtain approval for participation in outside activities, and submit manuscripts for review prior to publication, as appropriate. However, "detailed for duty with" and "nonreimbursable detail" military personnel will not be polygraphed without approval of the Secretary of Defense.
- (3) The Agency may arrange with other Federal establishments for the detail of Agency personnel to those establishments when such details are in the national interest. The host organization (where the Agency employee is on detail) may provide supervision to the detailee and may assign work. In addition, it may prepare performance evaluations on the work performed by the employee.

—Revised: 4 August 1978 (1148)

CONFIDENTIAL

119

25X1

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PERSONNEL

- 25X1
- (4) In compliance with E.O. 12036, an Agency employee detailed elsewhere within the Federal Government will be responsible to the host agency and will not report to CIA on the affairs of the host agency, except as may be directed by the latter. The head of the host agency and any successor will be informed of the detailee's association with the parent agency.

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c. **PERSONNEL DETAILED TO THE AGENCY**

**(1) PROCUREMENT**

- (a) The Director of Personnel is responsible for requesting the detail to the Agency of employees from other Federal establishments. Operating Officials may enter preliminary discussions with a parent establishment for the services of an employee, but should coordinate with the Director of Personnel in advance of such discussions.
- (b) Operating Officials will request detailed personnel through the Head of the appropriate Career Service to the Director of Personnel. Each request will justify and describe the services to be performed, estimate the period for which services will be required, and advise if the detail will be reimbursable or nonreimbursable. Except for nonreimbursable military personnel, requests for detailees will include a Form 1152, Personnel Action. All detailed civilian personnel and assigned military personnel are subject to Agency medical and security approval. Agency security clearances for military personnel "detailed for duty with" the Agency are dependent on requirements of the duties to which assigned.
- (c) The Director of Personnel will conduct the necessary liaison with the other establishments for the proposed detail and will formulate a written Administrative Agreement to effect the detail of personnel. In accordance with the financial arrangements involved in the agreement will be coordinated with the Director of Finance.

**(2) ADMINISTRATION**

- (a) Operating Officials are responsible for:
- (1) Submitting Personal History Statement data and a Form 1152, Personnel Action, for prospective detailees.
  - (2) Supervising detailed personnel and meeting the administrative requirements of the parent agency.
  - (3) Coordinating with the Office of Personnel the administrative actions involving civilians and assigned military personnel (e.g., reporting change of duty or station, TDY, leave, sickness, etc.).
  - (4) Providing the Office of Personnel with copies of all administrative correspondence pertaining to detailed personnel.
  - (5) Informing the Director of Personnel of terminations, cancellations, or proposed changes in the Administrative Agreement of personnel.
- (b) The Director of Personnel is responsible for:
- (1) Obtaining appropriate medical and security clearances on receipt of the Personnel Action.
  - (2) Authenticating the Personnel Action.
  - (3) Establishing an entrance-on-duty date in coordination with the parent agency and the host Agency component.
  - (4) Arranging for appropriate entrance-on-duty briefings.
- (c) Financial arrangements for use of detailed personnel must be referred to the Director of Finance for concurrence. The Director of Finance is responsible for making payments specified in agreements with the parent establishments.

120

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25X1

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25X1A

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- (d) Military personnel "detailed for duty with" the Agency are administered by their respective military services through the military's Focal Point Officer.

d.  AGENCY PERSONNEL DETAILED TO OTHER ESTABLISHMENTS.  
Agency personnel detailed to other Federal establishments will continue to receive Agency entitlements while on detail.

- (1) The Director or Deputy Director of Central Intelligence will inform the head of the host agency and any successor of the detailee's association with the Agency.
- (2) Operating Officials are responsible for:
  - (a) Initiating the notification required in paragraph d(1) for the signature of the Director or Deputy Director and forwarding it through the Head of the appropriate Career Service and the Director of Personnel. The correspondence will state that the detailee has been instructed that he or she will not report to CIA on the affairs of the host agency except as may be directed by the latter.
  - (b) Providing the Director of Personnel with pertinent information, including length of the detail and reimbursement or nonreimbursement arrangements, that should be documented in the Administrative Agreement.
  - (c) Submitting a Form 1152, Personnel Action, for the proposed detailee to the Director of Personnel with the Administrative Agreement information.
  - (d) Informing the Director of Personnel of proposed termination, cancellation, or changes in the Administrative Agreements.
  - (e) Ensuring that Agency personnel detailed to other organizations are included in the Career Service competitive evaluation process.
- (3) The Director of Personnel is responsible for:
  - (a) Obtaining security and medical clearances for the proposed assignment on receipt of the Personnel Action.
  - (b) Conducting the liaison necessary for the proposed detail with the host agency's Director of Personnel. Both Directors of Personnel will sign a written Administrative Agreement to initiate the detail.
  - (c) Coordinating with the Assistant Director for Liaison, Office of Finance, in accordance with  paragraph 66e(1), financial arrangements involved in any Administrative Agreement.
- (4) The Director of Finance is responsible for collecting any reimbursements specified by the Administrative Agreement.

e.  DETAILED MILITARY PERSONNEL (Reimbursed). In addition to the policies and procedures set forth above, the following also apply:

- (1) **LENGTH OF AGENCY DUTY.** Military personnel are assigned or detailed for duty with the Agency in accordance with policies and regulations of the military services. Since a prolonged assignment to the Agency may adversely affect the individual's military service career, the Agency will not, as a matter of general policy, request extensions of tours of military personnel except in unusual and important cases. In such cases the Office of Personnel is authorized to request a one-year extension of the normal tour. Requests involving an extension or repeated extensions of more than one year will be justified fully and submitted to the Director of Personnel for consideration. All extensions are subject to approval by the military services.

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CONFIDENTIAL

121

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
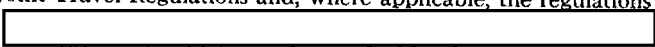
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- (2) **EFFICIENCY REPORTS.** Efficiency reports are required for assigned military personnel and must be prepared to meet the requirements of the military services. The Office of Personnel will notify appropriate Operating Officials when reports are required and provide guidance for preparation. Operating Officials will notify the Office of Personnel of changes in supervisors of assigned military personnel so that proper initiation of reports can be maintained.
  - (3) **LEAVE.** Detailed military personnel are entitled to leave in accordance with the policies of their parent service.
  - (4) **MILITARY ENTITLEMENTS.** Detailed military personnel are entitled to retain, from either their parent service or the Agency, the military salary, allowances, and other benefits authorized for their military grade and the type and post of assignment. When detailed military personnel are prevented by cover or security from claiming and receiving from their parent service any military entitlements, the Agency will satisfy the entitlements by providing the benefits or making payment therefor. Before any payments are made by the Agency, a claim must be submitted to the Operating Official concerned by or on behalf of the individual. The claim must be supported by a statement from the individual's supervisor that, for cover or security reasons, a claim for payment by the parent service is not feasible. Upon receipt of payment, military detailees will certify that they have not received and retained and will not receive and retain duplicate payments from the parent service. When payments are to be made by the Agency on a continuing basis, the certifications are required only when the initial and final payments are made. The following entitlements, which would have been borne by the parent service had the individual been on active overt duty, may be satisfied by the Agency:
    - (a) **Per Diem at Headquarters.** For cover or security reasons, military personnel are frequently ordered to Washington, D.C., on permanent change of station orders for processing before assignment outside the Washington, D.C., area. The Agency considers such personnel to be in Washington on "temporary duty en route to permanent station" and provides per diem allowances as prescribed by the Joint Travel Regulations.
    - (b) **Incentive or Special Pay.** Payment for aviation, parachuting, demolition, or diving will be made in accordance with the applicable military regulations upon certification by the supervisor that the duty justifying the pay was performed during the period for which the pay is claimed.
    - (c) **Travel, Transportation, and Related Expenses.** Expenses for these purposes will be allowed only when incurred at the specific direction of an authorizing official (as defined in HR ). Payments by the Agency are subject to the standards and limitations set forth in and in conformance with the eligibility and other requirements of the Joint Travel Regulations and, where applicable, the regulations of the parent service,  this regulation. Military entitlements which may be satisfied by the Agency include:
      - (1) Travel expenses incurred by detailed military personnel and their dependents (as defined in the Joint Travel Regulations) between permanent posts of duty, subject to emergency restrictions of the parent service. Allowable expenses include either the actual cost of transportation (as directed by the Agency) and military per diem or the applicable military mileage allowance.
      - (2) Transportation and related expenses incurred, on permanent change of station orders, for a personal automobile at and between ports of embarkation and debarkation.

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25X1A

25X1

122



CONFIDENTIAL

→ Revised: 4 August 1978 (1148)

CONFIDENTIAL

PERSONNEL

HR

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- (3) Transportation and related expenses incurred for household effects at and between permanent posts of duty, subject to emergency restrictions of the parent service. Allowable expenses include storage charges for household effects that are not moved, provided that the total amount of household effects stored does not exceed the total weight allowance prescribed for the individual's grade in the Joint Travel Regulations.
- (4) Transportation (including priority baggage by surface transportation) and related expenses for baggage in the course of permanent change of station and temporary duty travel.
- (5) Travel expenses incurred for authorized temporary duty travel. In addition to military per diem and in lieu of transportation, the applicable military mileage allowance may be allowed.
- (6) A dislocation allowance in an amount equal to one month's payment of the basic allowance for quarters, provided transportation of dependents is authorized in connection with a permanent change of station directed by the Agency.
- (d) **Medical Expenses.** Any normal medical expenses incurred by detailed military personnel and their dependents that would have been borne by the parent service had the individual been on active overt duty will be paid by the Agency, provided the medical services for which the expenses were incurred could not have been performed for the individuals and their dependents without charge by cover facilities or by the military services.
- (e) **Schooling for Dependent Children.** Military entitlements which may be paid by the Agency include a schooling allowance for dependent children equivalent to that furnished by the parent service to military personnel under bona fide military orders at the same post of duty. The individual will submit to the Operating Official concerned receipts for the services provided by the school and will certify the amount of the military schooling allowance paid by the parent service in the area of assignment. Payments will not be authorized for quarters, subsistence, travel, or clothing incidental to schooling. If any adjustments are made by the parent service in the schooling allowance paid in an area of assignment, the allowance paid by the Agency will be adjusted accordingly.

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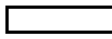
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- (7) **WEARING THE MILITARY UNIFORM.** Detailed military personnel will be guided by the requirements of their parent services for wearing the military uniform unless cover and security considerations dictate otherwise.
- (8) **PAYMENT FOR USE OF MILITARY PERSONNEL.** The Director of Finance will effect payment to the military services for the use of military personnel in accordance with the terms of the applicable financial arrangements.
- 25X1 f.  **MILITARY PERSONNEL DETAILED TO OTHER ESTABLISHMENTS.** The assignment and administration of military personnel "assigned" to the Agency and subsequently detailed to other establishments will be in accordance with paragraph d above. The Office of Personnel must be included in the coordination of all correspondence and personnel actions.
- 25X1 g.  **NONREIMBURSED DETAILED MILITARY PERSONNEL.** Certain Agency components are authorized to use military personnel on a nonreimbursable basis. The agreement for such use may be formal or informal and arrangements are made directly with the appropriate military services by the Operating Officials. The Director of Personnel will be informed in advance when a component plans to initiate such arrangements. Military personnel in this category are administered and controlled by the parent service. Operating Officials who enter into such agreements will prepare a Form 1152, Personnel Action, for each military detailee of this type and forward it to the Office of Personnel for authentication. Using components are responsible for obtaining any security clearance required.

→ Revised: 4 August 1978 (1148)

CONFIDENTIAL

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